

**MINUTES OF A REGULAR MEETING
OF THE AIRPORT COMMISSION**

1. CALL TO ORDER

The Torrance Airport Commission convened in a regular session on Thursday, May 10, 2007 at 7:00 p.m. in the West Annex meeting room at Torrance City Hall.

2. ROLL CALL

Present: Commissioners Adams, Dingman, Gates, Haddon, Rhilinger, and Chairperson Tymczyszyn.

Absent: Commissioner Fitch.

Also Present: Facility Operations Manager Megerdichian.

MOTION: Chairperson Tymczyszyn moved to grant Commissioner Fitch an excused absence for the May 10, 2007 Airport Commission meeting. Commissioner Gates seconded the motion; a voice vote reflected unanimous approval.

3. FLAG SALUTE

Commissioner Adams led the Pledge of Allegiance.

4. AFFIDAVIT OF AGENDA POSTING

MOTION: Commissioner Dingman, seconded by Commissioner Haddon, moved to accept and file the report of the City Clerk on the posting of the agenda for this meeting; a voice vote reflected unanimous approval.

5. APPROVAL OF MINUTES OF APRIL 12, 2007

MOTION: Commissioner Rhilinger moved for the approval of the April 12, 2007 Airport Commission meeting minutes as submitted. Commissioner Adams seconded the motion; a roll call vote reflected unanimous approval (absent Commissioner Fitch).

6. ACTION ITEMS

6A. IFLY KIOSK PROPOSAL AT GENERAL AVIATION CENTER

Facility Operations Manager Megerdichian provided background and analysis of the material of record and recommended that the Commission review and give input to City Council regarding iFly's proposal to place a key management lockbox in the General Aviation Center (GAC) for use by members of its flying club to check out shared aircraft located at the airfield.

Joshua Chaiton, Vice President Operations and Member Care, iFly, stated that iFly, launched in fall 2006, has aircraft based at six airports in Southern California, two at Torrance Airport. He noted that all of the airports have kiosks set up except for Torrance Airport. He stated that iFly helps local pilots gain access to a brand new shared aircraft for personal use and that the lockbox, located within a computer kiosk, serves as a secure method for local pilots to pick up and return keys for aircraft that they share. He

noted that iFly was willing to pay the City a reasonable fee for the footprint of the lockbox in the GAC as well as to cover the cost of installation and maintenance of a high speed wireless data connection that can be made available to the public in the GAC.

Responding to an inquiry by Commissioner Haddon, Mr. Chaiton stated that presently there was one airplane based at Torrance Airport with two iFly members, with a maximum of four people allowed to share an airplane.

In response to Commissioner Rhilinger's inquiries, he explained that members reserve the aircraft on-line and that the kiosk would allow necessary security and control. He advised that kiosks were installed at other airports in summer 2006 and there have been no problems associated with their operation, adding that a back-up key would be kept with a partner in case of kiosk malfunction. He noted that several staff members live in the City and have a master key to the aircraft and that a fleet manager would regularly check the kiosk to make sure it is working properly, adding that he has the ability to release a key or lock the kiosk remotely.

Responding to Commissioner Adams' inquiries, Mr. Chaiton stated that iFly was paying for tie downs at other airports but was not paying for space for the kiosks. He stated that there are companies similar to iFly on the East coast but that he did not know how they handle key distribution.

When Commissioner Gates inquired about insurance, Mr. Chaiton explained that iFly purchases a corporate AIG policy with an open pilot warranty and Facility Operations Manager Megerdichian provided clarification that this satisfies the Airport requirements.

In response to Commissioner Gates' inquiry, Mr. Chaiton stated that iFly was offering to install a data line and to provide a wireless router in the GAC.

Commissioner Dingman questioned why such a valuable aircraft with a glass cockpit would be left out on the ramp. Mr. Chaiton responded that at most airports iFly is unable to lease a hangar, that it wants to have an equal offering at all airports, and that they are trying to keep costs down as much as possible. He added that they are insured for theft and damage and acknowledged that they would need to rent hangars in areas north of the snow belt.

Responding to an inquiry by Commissioner Haddon, Mr. Chaiton advised that iFly requires that a pilot must be licensed with 150+ hours, with four days of specific training for this aircraft. He added that the aircraft cannot be used for primary training and that the composite aircraft has four seats and flies at a speed of 200 miles per hour.

At 7:35 p.m., Chairperson Tymczyszyn welcomed public input.

Nancy Clinton, Pacific Coast Highway, noted that there are existing flying clubs at Torrance Airport and that their members have keys to the aircraft. She stated that she thought members would want to have their own key and that there was not a security threat involved.

In response to Ms. Clinton's inquiry about the Airport receiving revenue such as they receive from Fixed Based Operators (FBOs), Facility Operations Manager Megerdichian advised that there was potential but that no terms of conditions have been set yet.

Mr. Chaiton noted that iFly pays for tie-down every month, as well as a business license, local businesses for fuel, cleaning, and pilot supplies. He noted that iFly was willing to provide wireless Internet and to pay whatever the City deems a fair price for a relatively small footprint within the facility.

Ms. Clinton stated that the Airport should receive more than just a footprint in the building and tie-down fee, noting that iFly is a business venture and not a club. She related her understanding that the GAC was supposed to be used for the citizens of Torrance and not commercial aircraft businesses and concurred with Commissioner Dingman that the aircraft should be kept in hangars.

Chairperson Tymczyszyn received clarification from staff that the GAC was not strictly non-commercial and non-political and that anyone could use the meeting room.

Mr. Chaiton pointed out that iFly was a Part 91 private non-commercial operation and not a Part 135 operation which is the FAA's designation for a commercial operation.

In response to an inquiry by Commissioner Adams, Facility Operations Manager Megerdichian stated that each FBO has a separate lease and that some have leases that pay land use, some that pay a percentage of gross receipts, and some that pay a combination of both.

John King, 227th Street, stated that iFly was a business that wants to have the advantage of operating out of government facilities and that the business was exclusive for the benefit of a few people. He stated that it was unfair to other tenants who pay a percentage of their gross receipts and questioned which FBOs have endorsed the use of the GAC.

Mr. Chaiton stated that South Bay Aviation could not provide space or available tie-down near its facility and that iFly was trying to place the kiosk in a location that was convenient.

Ms. Clinton stated that FBOs at Torrance Airport were not receiving any information about Airport Commission meetings and were unaware of this item.

Michael Wermers, Audrey Avenue, received clarification from Mr. Chaiton that iFly has six aircraft, with a potential for 24 customers. At his request, Mr. Chaiton explained the difference between Part 91 and Part 135 FAA designations as well as insurance requirements.

Commissioner Dingman pointed out that regular FBOs needed to provide restrooms, lounge accommodations, and flight plans for their customers.

Mr. Chaiton pointed out that iFly was a small operation and was only looking to facilitate the sharing of an airplane.

Responding to Commissioner Rhilinger's inquiry, Facility Operations Manager Megerdichian explained that the difference between iFly and existing flying clubs was that flying clubs were not designed to make money and that control of keys was a matter of preference.

Chairperson Tymczyszyn stated that the lock box could be locked remotely, that the GAC was open to the public, that it would be nice to have new aircraft at the Airport and access to a wireless router, and that he was in favor of passing the item on to City Council.

Commissioner Gates noted that charter services and flying clubs use GAC facilities and that the wireless Internet would be a great value to everyone at the Airport.

MOTION: Commissioner Gates moved to approve the recommendation to City Council for iFly to place a kiosk in the General Aviation Center at Torrance Airport for use by members to check out shared aircraft located at the airfield and to accept iFly's offer to install a wireless high speed data line. Commissioner Adams seconded the motion. The motion passed 5-1 as reflected in the following roll call vote (absent Commissioner Fitch):

AYES: Commissioners Adams, Gates, Haddon, Rhilinger, and Chairperson Tymczyszyn.

NOES: Commissioner Dingman.

7. INFORMATION ITEMS

7A. AERONAUTICAL OPERATIONAL INFORMATION UNDER THE PURVIEW OF THE GENERAL SERVICES DEPARTMENT

Chairperson Tymczyszyn noted that the following reports for May 2007 were included in the agenda material: Hangar and Tiedown Rental Status, Ongoing Projects, May Meeting Room Schedule, and Hangar Waiting List.

Referring to Construction of 2 Executive Hangers, Facility Operations Manager Megerdichian reported that there was a significant grading problem with the taxi lane and that a significant portion would need to be dug up and regraded.

Facility Operations Manager Megerdichian advised that the issue regarding the use of names instead of drivers license numbers on the hangar waiting list is on the agenda for the May 22, 2007 City Council meeting.

7B. AERONAUTICAL OPERATIONAL INFORMATION UNDER THE PURVIEW OF THE PUBLIC WORKS DEPARTMENT

Chairperson Tymczyszyn noted that the following reports were included in the agenda material: Events Requiring Emergency Response and Airfield Operations Status. He was pleased to note that operations in April 2007 were higher than in April 2006.

7C. LAND MANAGEMENT REPORT – AERONAUTICAL

No report.

8. ORAL COMMUNICATIONS

8A. Commissioner Gates questioned when the Commission's subcommittees would begin meeting and Facility Operations Manager Megerdichian stated that he would make it a priority to organize scheduling.

8B. Chairperson Tymczyszyn inquired about hazardous waste and large item removal at the Airport. Facility Operations Manager Megerdichian advised that the Operations Manager and Sanitation Services Manager were planning to address the issue at the next Commission meeting.

8C. Facility Operations Manager Megerdichian distributed fliers announcing the City Yard Open House on June 2, 2007.

8D. Nancy Clinton, Torrance Airport Association, Pacific Coast Highway, announced that City Council approved the Zamperini Way beautification project with the exception of the proposed signage. She stated that they were going back to City Council on May 22, 2007 to present a new sign concept and that the only change from the original proposal was that there needed to be a 20-foot set back from Pacific Coast Highway.

8E. Nancy Clinton stated that the B-17 project was very successful, and that 139 seats were sold as well as ground tours and merchandise sales. She stated that they planned to return to Torrance in 2009 and that they came in over \$1,000 under budget. She expressed appreciation to TARA, Airport Operations, Public Works, Robinson Helicopter, Airport Administration, City Council, and the Commission.

8F. John King, 227th Street, received clarification from staff that the new hangar doors are sliding, accordion-style manual folding doors and that discussions are underway to address the parked cars when Flite Park begins Phase 3.

9. ADJOURNMENT

MOTION: At 8:32 p.m., Commissioner Haddon, seconded by Commissioner Gates, moved to adjourn the meeting to Thursday, June 14, 2007 at 7:00 p.m., in the West Annex meeting room.

Approved as Amended June 14, 2007 s/ Sue Herbers, City Clerk
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